

APPLICATION FOR DESIGNATION AS SPECIAL PROCESS SERVER  
FOR CASES FILED IN THE JUSTICE OF THE PEACE COURTS

1. NAME OF CORPORATION/BUSINESS/INDIVIDUAL: \_\_\_\_\_
2. ADDRESS: \_\_\_\_\_  
\_\_\_\_\_
3. PHONE: (\_\_\_\_) \_\_\_\_\_ 4. YEARS IN BUSINESS: \_\_\_\_\_
5. NAME OF PRESIDENT/MANAGING OFFICER: \_\_\_\_\_
6. DO YOU HAVE A STATE OF DELAWARE BUSINESS LICENSE? (A business license is required for designation.) YES \_\_\_\_\_ NO \_\_\_\_\_. A Copy of the license must be attached to this application.
7. STANDARD FEE CHARGED TO CLIENTS FOR SERVING PROCESS: \$ \_\_\_\_\_
8. STANDARD TERMS FOR SERVING PROCESS (i.e., payment required only if process is served on defendant, or specified number of attempts of service which will be made per fee): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. EMPLOYMENT REFERENCES:
- (1) \_\_\_\_\_ CONTACT  
PERSON: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_
- (2) \_\_\_\_\_ CONTACT  
PERSON: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_
- (3) \_\_\_\_\_ CONTACT  
PERSON: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_
10. INDIVIDUALS WHO WILL BE SERVING PROCESS (All individuals who will be serving process must complete questions 10 and 11 (additional blank forms for questions 10 and 11 are attached):
- FULL NAME: \_\_\_\_\_  
Last First Middle Suffix
- ADDRESS: \_\_\_\_\_

Street State Zip Code

HOME PHONE: ( ) Social Security No.

WORK PHONE: ( ) Drivers License No.

BIRTH DATE: HEIGHT: WEIGHT:

HAIR COLOR: EYES:

OCCUPATION:

COMPANY NAME: HOW LONG: YRS., MOS.

COMPANY ADDRESS:

COMPANY PHONE: ( )

HAVE YOU EVER BEEN ARRESTED AND CONVICTED FOR ANYTHING OTHER THAN A TRAFFIC VIOLATION? YES NO Please attach a copy of your criminal history records (THIS APPLICATION WILL NOT BE PROCESSED WITHOUT A CERTIFIED COPY OF YOUR CRIMINAL HISTORY)

11. CERTIFICATION, EACH INDIVIDUAL WHO WILL SERVE PROCESS IN A JUSTICE OF THE PEACE COURT CASE MUST COMPLETE THE FOLLOWING OATH OR AFFIRMATION:

*I swear or affirm under oath that*

- *I will perform personal service of Justice of the Peace Court documents in a business like manner in accordance with all applicable statutes, rules of procedure and Justice of the Peace Court policies and procedures regarding personal service.*

- *I acknowledge that I may not represent myself as an officer of the Court.*

- *I will return personally "served" documents to the Justice of the Peace Court noted on the documents **no later than three (3) days following service, except forthwith summonses and subpoenas must be returned immediately to the court.***

- *For landlord/tenant cases only: If service other than personal service is made, proof of satisfaction of all the requirements for service must be provided to the court (i.e., certification of posting of notice and complaint on rental unit and proof of mailing notice and complaint within one day of posting, by certified or registered mail to the Defendant. See 25 Del C. ' 5706.*

- *I will return process documents bearing no scheduled hearing or trial date information to the Court **no later than thirty (30) days from pick up, whether served or non-est.***

- *I will return documents bearing a hearing date to the Justice of the Peace Court noted on the documents to the Court **at least four (4) business days prior to the hearing date, whether served or non-est.***

- *I will accurately, completely and legibly provide to the Court the requisite information on each document relative to service, as specified by the Court. This will include affidavits of service and the signature of the person accepting service when required.*

- I will indemnify and hold the State of Delaware and all of its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused by my acts or omissions and which arise out of my performance or failure to perform as specified above.

- I authorize the State of Delaware to perform a background investigation as part of the application process for designation as a process server in cases filed in the Justice of the Peace Court, and I authorize the release of any information from my references.

- I acknowledge that payments related to the serving of process or subpoenas in cases filed in the Justice of the Peace Court will come from private parties and that the State of Delaware or the Justice of the Peace Courts are not responsible for payments or for other any matters related to these services in any capacity.

- I will not serve process or a subpoena in a case in which I am or my spouse is related to any of the parties in the case or has a personal or financial interest or involvement in the case.

- I am 21 years of age or older and a resident of the State of Delaware.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Special Process Server

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

**12. PRESIDENT/BUSINESS MANAGER OR OFFICER OF A CORPORATION/COMPANY MUST COMPLETE THE FOLLOWING (if applicable):**

I swear or affirm under oath that

- the information provided above by the business and the individual is true and accurate to the best of my knowledge.

- it is the responsibility of the corporation/business to ensure that all persons who provide service of process or subpoenas for the corporation/business comply with the requirements stated in question #11 above.

- the corporation/business will indemnify and hold the State of Delaware and all of its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused by acts or omissions of its contractors or employees and which arise out of the contractors or employees' performance or failure to perform as specified above.

- the corporation/business acknowledges that payments related to the serving of process or subpoenas in cases filed in the Justice of the Peace Court will come from private parties with whom it contracts and that the State of Delaware or the Justice of the Peace Courts are not responsible for payments or other matters related to the service of process or subpoenas in any capacity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Officer/Business Manager of Company

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of  
\_\_\_\_\_, A.D. 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public